

# RECEIVED

OCT 06 2021

Posting Year:	Posting Date:	Posting #	Doc #
" Period:		Ref #	Initials:

FINANCE DIRECTOR'S OFFICE CITY OF ALLENTOWN BUDGET TRANSFER REQUEST FORM

TO: Seth O'Neill, Director	FROM: Ann Saurman
BUREAU: Department of Finance	BUREAU: Recycling & Solid Waste

TRANSFER DETAIL

Date of Request: 5-Oct-21 Fund: Solid Waste Transfer Amount: \$45,000.00

ACCOUNT (All 15 digits) and ACCOUNT TITLE	TRANSFER AMOUNT (\$)	FROM (DEBIT)		
		ORIGINAL APPROPRIATION (\$)	CURRENT ACCOUNT TOTAL (\$)	ACCOUNT TOTAL AFTER TRANSFER (\$)
085-03-8005-0001-30 Rentals	\$5,000.00	\$64,533.00	\$5,891.70	891.70
085-03-8005-0001-50 Other Services & Charges	5,000.00	46,000.00	31,878.78	26,878.78
085-03-8005-0001-54 Repair & Maint Supplies	35,000.00	68,600.00	37,647.71	2,647.71
		TO (CREDIT)		
085-03-8005-0001-90	\$45,000.00	\$45,000.00	\$366.19	45,366.19

Reason Transfer is Required:

Revenue and Audit will be sending out letters to residents regarding over payment of the trash/recycling fees. To cover the anticipated refunds, a transfer is needed

Reason Funds are Available for Transfer:

Items not purchased or needed in 2021.

TRANSFER AUTHORIZATIONS WITHIN & BETWEEN PROGRAMS

<input type="checkbox"/>	Amount not more than \$5,000.00
<input checked="" type="checkbox"/>	Amount is greater than \$5,000.00
Department Head/Deputy Director:	<i>[Signature]</i> Date: 10/5/21
Director of Finance/Deputy Director:	<i>[Signature]</i> Date: 10/7/21
City Controller (if amount is greater than \$5,000):	<i>[Signature]</i> Date: 10-8-21
Mayor/Managing Director (if amount is greater than \$5,000):	<i>[Signature]</i> Date: 10/8/21
Referred to City Council in accordance with the provisions of the Administrative Code, Section 130.04:	

CITY COUNCIL

Julio Gurdy, President:	<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved	Date:
Cynthia Mota, Vice President	<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved	Date:
Ce-Ce Gerlach, Councilperson	<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved	Date:
Candida Affa, Councilperson	<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved	Date:
Joshua Siegel, Councilperson	<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved	Date:
Ed Zucal, Councilperson	<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved	Date:
Daryl Hendricks, Councilperson:	<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved	Date:

**Expenditure Status Report**  
CITY OF ALLENTOWN  
1/1/2021 through 12/31/2021

Account Number	Adjusted Appropriation	Expenditures	Year-to-date Expenditures	Year-to-date Encumbrances	Balance	Prct Used
085 SOLID WASTE						
03 PUBLIC WORKS						
8005 RECYCLING & SOLID WASTE						
0001 COLLECTION/DISPOSAL/RECYCLING						
0001-02 PERMANENT WAGES	1,104,994.00	777,844.02	777,844.02	0.00	327,149.98	70.39
0001-04 TEMPORARY WAGES	107,558.00	70,057.18	70,057.18	0.00	37,500.82	65.13
0001-06 PREMIUM PAY	65,500.00	34,020.15	34,020.15	0.00	31,479.85	51.94
0001-08 LONGEVITY	14,437.00	9,967.82	9,967.82	0.00	4,469.18	69.04
0001-11 SHIFT DIFFERENTIAL	6,550.00	1,244.64	1,244.64	0.00	5,305.36	19.00
0001-12 FICA	97,288.00	67,195.42	67,195.42	0.00	30,092.58	69.07
0001-14 PENSION	153,269.00	102,176.00	102,176.00	0.00	51,093.00	66.66
0001-16 INSURANCE - EMPLOYEE GRP	513,240.00	342,160.00	342,160.00	0.00	171,080.00	66.67
0001-20 ELECTRIC POWER	12,000.00	8,408.81	8,408.81	0.00	3,591.19	70.07
0001-22 TELEPHONE	872.00	652.05	652.05	219.95	0.00	100.00
0001-24 POSTAGE & SHIPPING	24,000.00	0.00	0.00	0.00	24,000.00	0.00
0001-26 PRINTING	5,575.00	2,060.31	2,060.31	750.19	2,764.50	50.41
0001-28 MILEAGE REIMBURSEMENT	2,050.00	1,000.00	1,000.00	0.00	1,050.00	48.78
0001-30 RENTALS	64,533.00	52,565.80	52,565.80	6,075.50	5,891.70	90.87
0001-32 PUBLICATIONS & MEMBERSHIP	3,430.00	1,776.28	1,776.28	0.00	1,653.72	51.79
0001-34 TRAINING & PROF. DEVELOP	6,230.00	3,345.75	3,345.75	0.00	2,884.25	53.70
0001-42 REPAIRS & MAINTENANCE	34,147.50	26,919.31	26,919.31	3,115.63	4,112.56	87.96
0001-46 OTHER CONTRACT SERVICES	10,199,325.00	6,662,229.11	6,662,229.11	3,503,213.03	33,882.86	99.67
0001-50 OTHER SERVICES & CHARGES	46,000.00	14,121.22	14,121.22	0.00	31,878.78	30.70
0001-54 REPAIR & MAINT SUPPLIES	68,600.00	19,730.93	19,730.93	11,221.36	37,647.71	45.12
0001-56 UNIFORMS	7,828.00	3,835.15	3,835.15	3,046.84	946.01	87.92
0001-62 FUELS, OILS & LUBRICANTS	90,000.00	70,784.51	70,784.51	18,215.49	1,000.00	98.89
0001-66 CHEMICALS	1,200.00	701.36	701.36	498.64	0.00	100.00
0001-68 OPERATING MATERIALS & SUPP	26,295.00	3,435.04	3,435.04	1,731.44	21,128.52	19.65
0001-72 EQUIPMENT	129,917.46	72,393.31	72,393.31	40,635.23	16,888.92	87.00
0001-86 GENERAL CITY CHARGES	1,063,688.00	709,112.00	709,112.00	0.00	354,556.00	66.67
0001-88 INTERFUND TRANSFERS	195,954.00	130,640.00	130,640.00	0.00	65,314.00	66.67
0001-90 REFUNDS	45,000.00	44,633.81	44,633.81	0.00	366.19	99.19
Total COLLECTION/DISPOSAL/RECYCLING	14,089,460.96	9,233,009.98	9,233,009.98	3,588,723.30	1,267,727.68	91.00

## Magliane, Casandra

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**From:** Heiney, Gabrielle  
**Sent:** Tuesday, October 5, 2021 4:09 PM  
**To:** Magliane, Casandra; Wagenhurst, Barbara  
**Subject:** Transfer request  
**Attachments:** RSW.Refunds transfer.10\_05\_2021.pdf

Good afternoon,

Please see the attached transfer request for Solid Waste. If you have any questions please let me know.

Thank you,  
Gabrielle



Gabrielle M. Heiney  
Public Works Operations Manager  
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## Saurman, Ann

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**From:** Dickert, Tricia  
**Sent:** Tuesday, October 5, 2021 11:35 AM  
**To:** Saurman, Ann  
**Cc:** Zumas, Michael  
**Subject:** Reasons

Ann, as discussed here are a few reasons you can cite for the faster draw down in your 90:

In some cases, overpayments were applied entirely to trash. So while they realized ALL of the revenue from that overpayment, the 90 account had to expense the entire refund when the claim was made.

When mail volume is at it's highest, thousands of payments are run through as "batches". When payments are batched, we have less control over duplicate payments being caught. Duplicate payments are usually the result of homeowners making payment as well as their mortgage company. We cannot return a mortgage payment file to reject those duplicates. Outside of April and July, we catch what we can and return it to the taxpayer, however, with lockbox improving our turnaround time moving forward, we will likely see an upward trend of overpayments.

There was one unexpected refund claim for \$5,625.00.

The shortfall is a result of all three of these circumstances combined, not one single reason.



Tricia L. Dickert  
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## Heiney, Gabrielle

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**From:** Magliane, Casandra  
**Sent:** Tuesday, October 5, 2021 12:06 PM  
**To:** Heiney, Gabrielle; O'Neill, Seth; Baraket, Jessica  
**Cc:** Shahda, Mark; Wagenhurst, Barbara; Messinger, Craig; Saurman, Ann  
**Subject:** RE: Request to Increase Act 90 for 2022 Budget - Refund Account

Gabrielle

Yes, you may use some of the original 2021 givebacks within Solid Waste to come up with the additional \$45,000 needed for the year.

Once you send an updated A&E my way, Ill make sure the changes are reflected in the budget module.



Casandra L. Magliane  
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**From:** Magliane, Casandra  
**Sent:** Tuesday, October 5, 2021 10:40 AM  
**To:** Heiney, Gabrielle <[Gabrielle.Heiney@allentownpa.gov](mailto:Gabrielle.Heiney@allentownpa.gov)>; O'Neill, Seth <[Seth.ONeill@allentownpa.gov](mailto:Seth.ONeill@allentownpa.gov)>; Baraket, Jessica <[Jessica.Baraket@allentownpa.gov](mailto:Jessica.Baraket@allentownpa.gov)>  
**Cc:** Shahda, Mark <[Mark.Shahda@allentownpa.gov](mailto:Mark.Shahda@allentownpa.gov)>; Wagenhurst, Barbara <[Barbara.Wagenhurst@allentownpa.gov](mailto:Barbara.Wagenhurst@allentownpa.gov)>; Messinger, Craig <[Craig.Messinger@allentownpa.gov](mailto:Craig.Messinger@allentownpa.gov)>; Saurman, Ann <[Ann.Saurman@allentownpa.gov](mailto:Ann.Saurman@allentownpa.gov)>  
**Subject:** RE: Request to Increase Act 90 for 2022 Budget - Refund Account

let me confirm with Seth when returns from his meeting.

**From:** Heiney, Gabrielle <[Gabrielle.Heiney@allentownpa.gov](mailto:Gabrielle.Heiney@allentownpa.gov)>  
**Sent:** Tuesday, October 5, 2021 10:24 AM  
**To:** Magliane, Casandra <[Casandra.Magliane@allentownpa.gov](mailto:Casandra.Magliane@allentownpa.gov)>; O'Neill, Seth <[Seth.ONeill@allentownpa.gov](mailto:Seth.ONeill@allentownpa.gov)>; Baraket, Jessica <[Jessica.Baraket@allentownpa.gov](mailto:Jessica.Baraket@allentownpa.gov)>  
**Cc:** Shahda, Mark <[Mark.Shahda@allentownpa.gov](mailto:Mark.Shahda@allentownpa.gov)>; Wagenhurst, Barbara <[Barbara.Wagenhurst@allentownpa.gov](mailto:Barbara.Wagenhurst@allentownpa.gov)>;

Messinger, Craig <Craig.Messinger@allentownpa.gov>; Saurman, Ann <Ann.Saurman@allentownpa.gov>  
Subject: RE: Request to Increase Act 90 for 2022 Budget - Refund Account

Good morning Cassie,

To come up with the additional \$45,000 can I use some of the givebacks that we originally did? We did not anticipate these expenses and would like to use some of the givebacks. I can send the updated A&E information if this is ok.

Thank you,  
Gabrielle



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**From:** Shahda, Mark <Mark.Shahda@allentownpa.gov>  
**Sent:** Tuesday, October 5, 2021 7:33 AM  
**To:** Heiney, Gabrielle <Gabrielle.Heiney@allentownpa.gov>  
**Subject:** FW: Request to Increase Act 90 for 2022 Budget - Refund Account

FYI



Mark Shahda  
Deputy Director  
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**From:** Saurman, Ann <Ann.Saurman@allentownpa.gov>

**Sent:** Monday, October 4, 2021 4:42 PM

**To:** Magliane, Casandra <Casandra.Magliane@allentownpa.gov>; O'Neill, Seth <Seth.ONeill@allentownpa.gov>

**Cc:** Baraket, Jessica <Jessica.Baraket@allentownpa.gov>; Messinger, Craig <Craig.Messinger@allentownpa.gov>;

Shahda, Mark <Mark.Shahda@allentownpa.gov>

**Subject:** Request to Increase Act 90 for 2022 Budget - Refund Account

Hi Cassie and Seth,

Tricia let me know this morning that she will be sending out the letters relating to the over payment of the trash/recycling fees in October. As it stands now, there isn't enough money in the Solid Waste Fund, Act 90, to cover the anticipated refund requests and we will be putting through a transfer of \$45,000 to this account.

This trend is also anticipated for 2022 and Jessica recommended an increase to Act 90 for 2022 to \$75,000. Craig approved this in his email below. Can you please make this change in the budget?

Please let me know if you have any questions.

Thanks,

Ann



Ann E. Saurman

Manager

Bureau of Recycling and Solid Waste | City of Allentown

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**From:** Messinger, Craig <Craig.Messinger@allentownpa.gov>

**Sent:** Monday, October 4, 2021 4:23 PM

**To:** Saurman, Ann <Ann.Saurman@allentownpa.gov>; Shahda, Mark <Mark.Shahda@allentownpa.gov>; Heiney,

Gabrielle <Gabrielle.Heiney@allentownpa.gov>

**Subject:** RE: Recycling and Solid Waste 90 (Refund) Account

Ann,

I'm fine with her requests of the transfer of \$45,000 for 2021 and the increase to \$75,000 for 2022.





Allentown  
All Inspiring

Craig W. Messinger  
Public Works Director  
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